U. S. HOUSE OF REPRESENTATIVES
OFFICE OF THE CLERK

Lobby Disclosure Electronic Filing System
Macintosh User Guide
January 29, 2007

Contents

Introduction

This manual will explain the filing requirements and provides step by step instructions for completing and filing electronic Lobbying Disclosure forms. It is available online from the Lobbying Disclosure website, and in printed form. It has a table of contents and a comprehensive index for you to locate specific functions you may need help with.

The online version of this manual is interactive and you can select how you want to locate information by using the tabs that are displayed at the top of the screen. The table of contents displays a list of sections on the left had side of the screen. You can display the topics for each section by clicking the arrow displayed next to the section name. To collapse the list of topics, click the arrow again. The online index displays a list of topics on the left hand side of the screen in alphabetical order. When you click on a topic name, the information is displayed in the right hand panel.

A printable version of this manual is available in PDF format for easy printing: E-Filing Manual (PDF). The table of contents is located in the bookmark tab located to the left of your Adobe Reader screen, and the index is located at the very end of the document.

If you would like to view narrated presentations that demonstrate key functions of working with electronic forms and the e-filing process, click on the subject link listed below:

How to use electronic forms

Signing and submitting your forms to the House

Submitting your forms to the Senate

Where to Get Help

For information on the content that should be entered in Lobbying Disclosure form fields:

Review the appendices of this manual for line by line instructions for each form.

For general technical difficulties, such as installing the software or downloading forms:

Review the Troubleshooting Guide. Solutions to commonly reported problems will be listed in this section.

For help filing electronically with the Senate:

Senate Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510
(202) 224-0758

For help with the forms or filing electronically with the House:

Legislative Resource Center
B-106 Cannon House Office Building
Washington, DC 20515
(202) 226-5200

Before contacting LRC, have the following information available:

- Registrant and client names, House ID;
- Computer operating system;
- Digital signature account number and password (if needed);
- Location of your forms;
- Error codes or messages that are displayed when you are working with your form. It is also helpful if you can make note of the specific steps you were doing when the error occurred.

About ACES Digital Signatures

In order to facilitate electronic filing with government agencies, the General Services Administration (GSA) has implemented the Access Certificates for Electronic Services (ACES) program. The Office of the Clerk has approved the use of ACES digital signatures on Lobbying Disclosure registrations and reports.

With handwritten signatures, a person who accepts a written signature on a check or important document may require identification and compare the signature on the identification document with the signature on the new document. Signing before a notary public gives a higher level of authentication because an official verifies the signer's identity. Both are processes of verifying identity.

Digital signatures are now accepted as the electronic equivalent of an individual's verified written signature because they combine a process and a technology of identity verification.

An individual who wants to use a digital signature applies for a digital signature certificate from a certificate authority (CA). The CA uses various means to verify the individual's identity -- the process component. The more thoroughly the CA verifies the identity of the individual, the higher the level of trust given to the digital signature.

The certificate authority creates an electronic signature and issues one part of the digital signature to the individual and stores the other part to allow electronic validation -- the technology component.

Digital signatures consist of a pair of separate secure encrypted data components known as the 'public key' and the 'private key'. The public key, or identity key, is held by a certificate authority, which may be an authorized private vendor or a public agency. The private key, or signature key, is stored on an individual's computer. When the individual who has access to the secure private key attaches it to a document and submits it to an agency, the private key is sent electronically to the certificate authority. If the public and private keys match, the signature is validated.

For agencies using the ACES program, the only certificate authorities that may issue ACES certificates are those authorized by GSA under the ACES contract as official ACES vendors.

The ACES program authorizes two types of certificates. They are:

- Transaction-based certificates, which are specific to one agency and require an agency code as part of the application; and
- Subscription-based certificates, which are purchased by an individual and may be used with any agency adopting a subscription-based digital signature filing program. The Office of the Clerk has adopted the subscription-based program for Lobbying Disclosure filing.

For more information on the GSA ACES Program, please visit http://www.gsa.gov/aces/

General Filing Requirements

The topics listed below provide general guidelines about registering for and reporting lobbying activity with the U.S. U.S. House of Representatives and the U.S. U.S. Senate.

Filing Guidelines

Lobbying registrations and reports of income and expenses are filed with the Clerk of the House pursuant to the Lobbying Disclosure Act of 1995 (PL104-65), and its predecessor, the Federal Regulation of Lobbying Act (1946).

The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. § 1601 et. seq.), requires lobbying firms and organizations to register and file reports of their lobbying activities with the Secretary of the U.S. Senate and the Clerk of the U.S. House of Representatives. E-Filing services are available to both new and existing registrants.

Registrants may use e-filing to:

- Register for lobbying;
- Add a new client for an existing registrant;
- Amend a current registration for a registrant or client;
- File a report for any reporting period beginning no earlier than July 1, 2004 (Year-End 2004 Report or later); or
- File an amended report for any reporting period beginning no earlier than July 1, 2004.

Form LD-1DS is used for initial registration under Section 4 of the Act (2 U.S.C. § 1603). Form LD-2DS is used for complying with the semiannual reporting requirements of Section 5 of the Act (2 U.S.C. § 1604).

Where to File Forms

Lobbying Registration (LD1-DS) and Lobbying Report (LD2-DS) forms must be filed with the offices listed below.

Clerk of the U.S. U.S. House of Representatives
Legislative Resource Center
B-106 Cannon House Office Building
Washington, DC 20515

Secretary of the U.S. Senate
Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510

Registrants must file both forms electronically with the Office of the Clerk of the U.S. House of Representatives. Registrants may file new client registrations, amended registrations and LD2 forms electronically with the Secretary of the U.S. Senate, but they do not accept new registrant registrations electronically; they must be filed on paper.

Review and Compliance

The Secretary of the U.S. Senate (Office of Public Records) and the Clerk of the U.S. House (Legislative Resource Center) shall review, verify, and request corrections in writing to ensure the accuracy, completeness, and timeliness of registrations filed under the Act.

Whoever knowingly fails: (1) to correct a defective filing within 60 days after notice of such a defect by the Secretary of the U.S. Senate or the Clerk of the U.S. House of Representatives; or (2) to comply with any other provision of the Act, may be subject to a civil fine of not more than $50,000.

Public Availability

The Lobbying Disclosure Act of 1995 requires the Secretary of the U.S. Senate and the Clerk of the U.S. House of Representatives to make all registrations and reports available to the public as soon as practicable after they are received.

Filed reports are made available on public terminals up to the present. Reports from 1988-1995 filed under the Lobbying Legislative Reorganization Act of 1946 are available on the terminals and on microfilm.

Lobbying Registration Requirements

Lobbying firms, (i.e., entities with one or more lobbyists), including self-employed individuals who act as lobbyists for outside clients, are required to file a separate registration for each client. Organizations employing in-house lobbyists file a single registration.

A lobbying firm is exempt from registration for a particular client if its total income from that client for lobbying activities does not exceed and is not expected to exceed $6,000 during a semiannual period. An organization employing in-house lobbyists is exempt from registration if its total expenses for lobbying activities do not exceed and are not expected to exceed $24,500 during a semiannual period.

Filing Deadlines

Registration is required no later than 45 days after a lobbyist first makes a lobbying contact or is employed or retained to make a lobbying contact.

Registration Amendments

A registrant must immediately file an amended Form LD-1DS: (1) if notified of a defect in the original filing by the Secretary of the U.S. Senate or the Clerk of the U.S. House of Representatives; or (2) if erroneously reported information is discovered by the registrant. Once registered, updated information (name and address changes, new lobbyists, new issue area codes, etc.) must be disclosed in the registrant's next semiannual report.

Terminating Registrants or Clients

A registrant terminates by submitting a completed LD-2DS report, indicating termination, no later than 45 days after the end of the reporting period in which it terminates.

Lobbying Activity Report Requirements

Active lobbying registrants must file a report for the semiannual period for which it initially registered and for each semiannual period thereafter, including the reporting period during which it terminates. Lobbying firms, (i.e., entities with one or more lobbyists, including self-employed individuals who act as lobbyists for outside clients), are required to file a separate report for each client covered by a registration. Organizations employing in-house lobbyists file a single report for each semiannual period.

Filing Deadlines

The semiannual report is required to be filed no later than 45 days after the end of a semiannual period beginning on the first day of January and the first day of July of every year in which a registrant is registered. The filing deadlines for lobbying reports are:

- August 14 or the next business day for January 1 – June 30 mid-year reports;
- February 14 or the next business day for July 1 - December 31 year-end reports.

Activity Report Amendments

A registrant must immediately file an amended Form LD-2DS: (1) if notified of a defect in the original filing by the Secretary of the U.S. Senate or the Clerk of the U.S. House of Representatives; or (2) if erroneously reported information is discovered by the registrant. Once registered, updated information (name and address changes, new lobbyists, new issue area codes, etc.) must be disclosed in the registrant's semiannual report.

Getting Started

The topics listed below explain the requirements to file Lobbying Disclosure forms electronically. Please review each section carefully before you begin working with the forms to ensure that your computer is configured correctly to file Lobbying Disclosure forms electronically.

Decide Which Computer Will Be Used

The Lobbying Disclosure Electronic Filing System requires that an ACES digital signature be obtained and installed on the computer from which the filings will be submitted. It is important to decide who will sign the filings, and then select the appropriate computer for installation of that digital signature. The Legislative Resource Center (LRC) accepts the ACES digital signature of any person approved by the registrant to sign registration and reporting forms.

The computer to be used for form preparation and filing must have:

- A web browser (Internet Explorer version 5.0 or higher, Netscape version 7.0 or higher, or Firefox version 1.0 or higher);
- System configuration sufficient to run Adobe Reader software;
- Adobe Reader version 6.0.2 through 7.08, and;
- An internet connection.

It is possible to download and prepare a form at one computer, save it to a network folder or send it to another person, then sign, save and submit the form from a second location if the IBM Workplace software is installed.

Obtain an ACES Digital Signature Certificate

In order to facilitate electronic filing with government agencies, the General Services Administration (GSA) implemented the Access Certificates for Electronic Services (ACES) program. The Office of the Clerk has adopted the subscription-based program for Lobbying Disclosure filing.

There are two (2) types of subscription-based certificates that can be used to sign lobbying disclosure forms. You may select an Unaffiliated Individual certificate or a Business Representative certificate from one of the vendors listed below:

IdenTrust (Formerly, Digital Signature Trust)

http://www.identrust.com/certificates/buy_aces.html

Operational Research Consultants, Inc.

http://aces.orc.com/

To obtain a certificate you should review the ACES certificate information posted online for each vendor, select a vendor, and then follow the vendor's instructions to apply for a certificate. Your application will be reviewed by the vendor, and when approved, you will receive instructions to download and install the certificate on your computer.

NOTE: Processing your application can take as little as 2 - 4 days. However, due to the identity and verification requirements, the entire process (from application to receipt of the ACES digital signature certificate) can take as long as 1 to 2 weeks.

After the signature is installed, you will need to install it on Adobe Reader to sign your forms.

See Preparing Adobe Reader for Signing for more information

Install Adobe Reader

Adobe Reader is required to use the Mac version of Lobbying Disclosure forms. These forms work in version 6.0.2 through version 7.08 using a Macintosh computer that meets the minimum Adobe Reader system requirements.

See Forms and Software to install Adobe Reader 7.0.8

Create a Form Folder and Naming Convention

To ensure that you can easily locate your forms, it is recommended that you create a specific folder to store your forms and a naming convention for them before you begin. The following suggestions may assist you in determining the best way to manage your forms:

- Do not store your forms on your desktop. Store them in single folder so you can easily locate your forms. You can use Finder to select a location and create a folder to store your forms:

  Use **Lobbying Disclosure Forms** as the primary folder name for storing forms;
- Create a naming convention to help you distinguish between template, completed, and signed forms:
  - Use **Clientname_template** for reusable forms;
  - Use **Filingperiod_ clientname** for completed forms;
  - Add the text **_signed** when you save a copy of the form after signing it;
- Download the forms from the Lobbying Disclosure website instead of opening them in a browser.

Download Forms

The LD-1 and LD-2 forms are available from the Lobbying Disclosure website. It is recommended that you save the form instead of opening it so that you can use it again, if needed.

- Go to the Macintosh section of the Lobbying Disclosure website;
- Click the Register or Reporting tab;

  The appropriate form is available in the Forms section of each page;
- Click on the form icon you want to download;

  A window is displayed asking you if you want to open or save the file;
- Click the **Save** button;

  A window is displayed that allows you to navigate to the location where you want to store your form;
- Modify the form name, if needed, and click the **Save** button.

Verify Adobe Reader and Form Versions

If you have previously filed with the House electronically, you must verify both the version of the Lobbying Disclosure form you are using and the version of Adobe Reader you have installed on your computer. Several changes were made to the filing process so that Lobbying Disclosure forms can be completed and filed using Adobe Reader 7. If you have upgraded to Adobe Reader 7, you must use the latest version of the Lobbying Disclosure forms for your filings. If you are still using Adobe Reader 6.x, and you have previously filed electronically, you can continue to use older versions of the forms.

Listed below are the Lobbying Disclosure Form requirements for Adobe Reader:

LD Form Version	Reader 6.0.2 – 6.0.4	Reader 7.0.0 – 7.0.8
4.04	Yes	No
4.05	Yes	No
4.06	Yes	No
4.07	Yes	Yes

If you are a new electronic filer, it is highly recommended that you review all of the instructions in this user manual before you download the forms and begin working with them.

Verifying Adobe Reader Version

To verify the version of Adobe Reader installed on your computer:

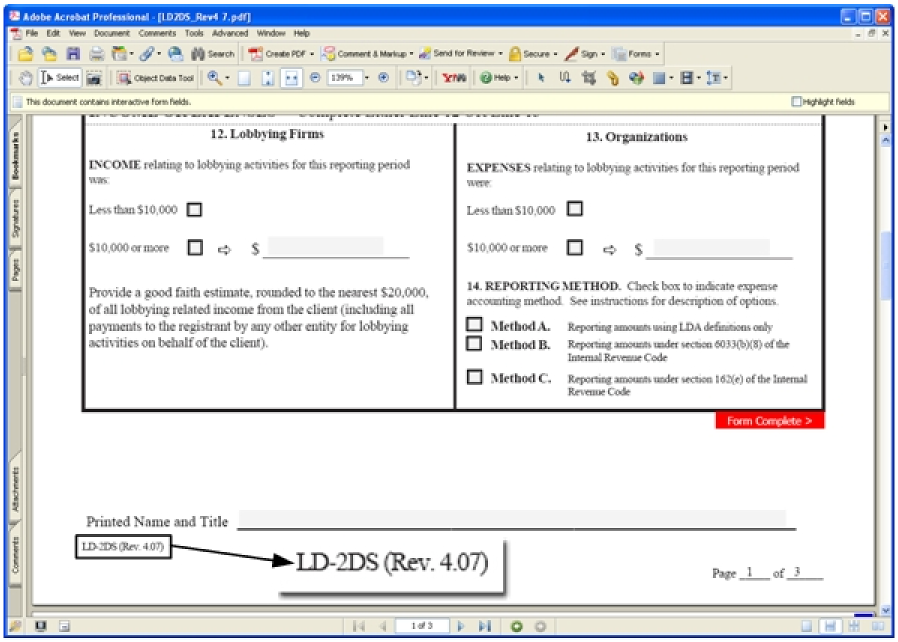
- Open the **Adobe** program;
- Select **About Adobe Reader** on the **Help** menu;

- The version of the program will be listed in the **About** window.

You can also use these steps in Adobe Acrobat and Adobe Standard.

Verifying Lobbying Disclosure Form Version

All Lobbying Disclosure forms have a version number in the bottom left hand corner of each page, as shown below:



Understanding Electronic Filing

The topics below explain the House electronic filing process and provide examples of responses you will receive from the system when you file.

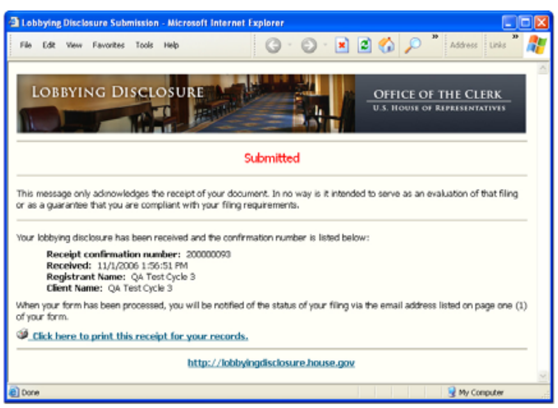
Overview of the House Filing Process

Lobbyists file Lobbying Disclosure Registrations and Reports with the Office of the Clerk by downloading the forms from the Lobbying Disclosure website, completing the appropriate fields in the form using Acrobat Reader on their computer, signing each form with an ACES digital signature and submitting them to the Legislative Resource Center using a form upload page.

If the filer has a U.S. Senate ID and password, completed Lobbying Reports and New Client Registrations can be filed electronically with the U.S. Senate. Forms can also be printed and submitted to the U.S. Senate on paper.

Submitting Forms

Each time a form is submitted electronically to the Office of the Clerk, a message is displayed in the browser that tells you if your submission was successful or not.



- If the filing was received successfully, the message includes a confirmation number, the registrant and client name, and the date and time the form is received;
- If the form was not received successfully, a failed message may or may not be displayed depending on the problem with your submission;

See the Troubleshooting Guide for more information

After you have submitted your form, it is processed. Messages will be sent to the point of contact email address listed on the form regarding the status of your filing.

Processing Forms

After the form has been received it is checked to verify that the form has not been altered since it was signed. When the form is valid, a process extracts the ACES digital signature and sends it to the ACES certificate authority for authentication:

- If the filing failed due to a specific problem with your ACES digital signature, such as the signature being revoked or suspended:

The filing is failed and a message is sent with the specific problem that was returned by the certificate authority. You must contact your certificate authority to correct the problem. You can re-file your form when the issue is resolved.

When the document integrity and the ACES digital signature are valid, the registration information in your form is compared with existing records in the database:

- If the House ID, Registrant, and Client names match:

Your filing is approved automatically and available to the public. A message is sent that the filing was successful;

- If the Registrant Name, Client Name or House ID does not match existing records on file:

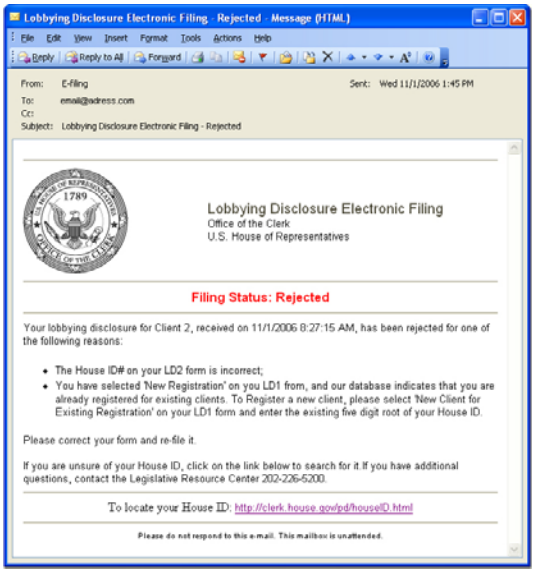
The filing is considered pending review and a message is sent that filing is pending review by the Records and Registration staff.

When the filing has been reviewed a message is sent with the results:

- If your filing is approved after the review:

It is made available to the public and a message is sent that the filing was approved;

- If the filing is rejected after the review:



A message is sent that the filing has been rejected. Please read the instructions in this message carefully. You must update your completed form and file it again.

House ID Numbers

When a new lobbying firm, or individual, registers with the House, a unique ID is created for that registrant. Each time a new client is registered for that registrant, a sequential 3 digit number is created and combined with the registrant ID to create the House ID for that client, as shown in the example below:

Complete House ID Number:	**12345**	**678**
(8 digits)	Registrant ID (First 5)	Client ID (Last 3)

For example, lobbying registrant K Street Incorporated has three clients: Constitution Group, Independence Group, and Democracy Group. K Street Incorporated's House ID numbers are as follows:

Registrant Name: K Street Incorporated 12345

Client Name:	House ID:
Constitution Group	12345000
Independence Group	12345001
Democracy Group	12345002

Notice that the first 5 digits in this example remain the same, since all three clients are registered for the same lobbying firm. When you register a new client, you will use the first 5 digits, which is the registrant portion of your House ID. When you file a lobbying activity report, you will use the full 8 digit House ID for each client.

Working with Forms

The steps regarding form features, functions, and completing Lobbying Disclosure forms described in this section of the user manual are the same regardless of which form you are working with. Any discrepancies that may occur between versions of either the form or Adobe Reader will be listed in the notes section on the left hand side of the page.

To avoid the most commonly reported problems, it is recommended that you become familiar with the steps listed in this section before you begin working with your forms and adhere to the guidelines listed below:

- DO NOT use the Adobe features to manage pages or sign your form:

  The forms have built in functions to add and remove pages, certify the document, and sign it.   If you use Adobe form features you will corrupt your document and you will have to start all over again with a blank form;

- ALWAYS review and follow the instructions that pop up in message boxes on the screen:

  The form will tell you if there is a problem that must be resolved before it can be filed.

Form Stages, Navigation, and Functions

Stages

Forms have two states; the Edit mode and the Filing mode. When a form is downloaded from the Lobbying Disclosure website, it is in Edit mode. You can create templates and complete the form in this state. When the form is ready to be filed, the Form Complete process will change it to Filing mode so that it can be signed and submitted electronically.

You can determine the state of your form by reviewing the buttons that are available when you are working on it.

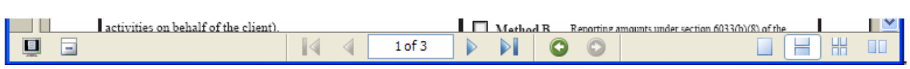
Navigation

Navigation buttons are blue and appear where appropriate in the form. They will help you navigate to set locations on the form.

- Go to Form Complete button:

  This button is located at the top right hand corner of every page and will move the cursor to the 'Form Complete' button;

- Adobe Page Number and Scroll bars:

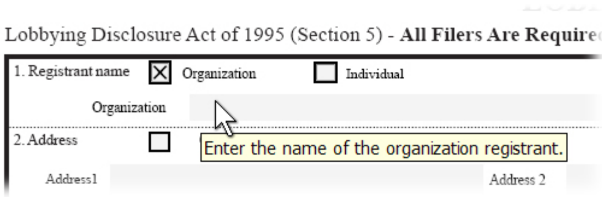


  You can use the Adobe Reader paging buttons that appear at the bottom of the screen to page forward or backward, select a specific page number, or move the cursor to the beginning or end of the form. You can also use the scroll bars on the right hand side of the window to move up and down.

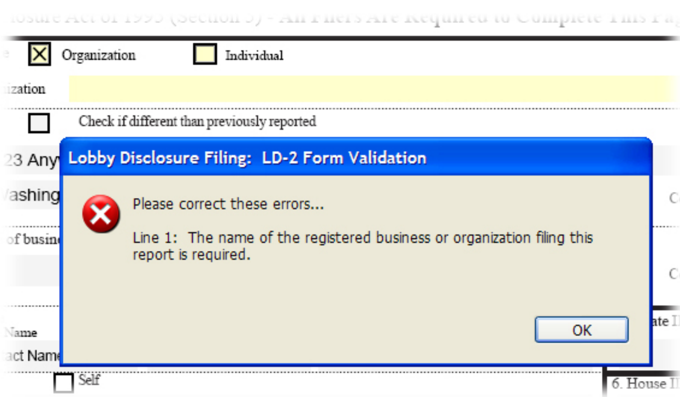
Functions

Forms have several functions that will simplify preparation and increase accuracy in your filings:

- Instructions have been added to form fields:



To display help, simply hold your cursor over the field you want more information about. Alerts are displayed automatically if you enter data incorrectly or make an invalid selection on the form;



- The form checks the data entered for compliance with filing requirements and alerts the filer about problems that must be fixed;
- Dynamic features allow extra pages to be added for information that will not fit on the basic form;
- When the form is complete and the data validated, it can be signed with a digital signature submitted electronically;
- The form can also be used by filers who want to complete the form on a computer and then print and submit by mail or hand delivery.

NOTE: Paper filings are no longer accepted by the House. You must, however, file new registrations with the U.S. Senate on paper.

All functions to complete and file your forms have been built in and are available using buttons that are located in pertinent locations throughout the form. Functionality will vary based on the state of your form. Forms are downloaded in the Edit mode, and changed to Filing mode by the Form Complete process.

Form Reset

- Form Reset:

  This orange button is visible in the top right hand corner of Page 1 until your form is signed:

  Clicking this button will remove all data in the form and resets the fields to edit mode.

NOTE: If you have added additional pages to your form, they will be deleted.

Edit Mode Buttons

You can create templates, or edit your form while it is in the edit mode. The buttons listed below are available to assist you in moving to another location in the form, to add more information or to add addendum pages when you do not have room for all of the information.

- Add more data:

  These blue buttons are located directly above the fields where you can add additional information;

- Add more pages:

- These orange buttons are located directly above the fields where you can add additional pages. If you are adding a new issue page on the LD2-DS form, it is located at the end of the page;

NOTE: If you add pages to your document and don't use them, DO NOT DELETE THE PAGE MANUALLY. The Form Complete process will delete them for you before you print or file the form.

- Form Complete:

  This red button initiates a multi-step process that validates the form and prepares it for printing and electronic filing.

NOTE: Printing is a step in the Form Complete process.

While most functions work the same on both forms, there are several conditions on each form that will behave differently.

- On the LD1 form, supplemental information can only be added on the third page;
- On the LD2 form, you can add addendum pages for Specific Lobbying issues and Lobbyist fields on a Lobbying Activity page until you are ready to add a new one. When the new Activity page is added, the buttons to insert addendum pages from the previous Activity page are removed.

See Preparing Forms for Filing for more information

Filing Mode Buttons

The buttons listed below are available when the Form Complete process has finished. They will help you sign and file your form electronically or return the form to Edit Mode. These buttons are grouped together and listed at the end of Page 2 on the LD1-DS form and at the end of page 1 on the LD2-DS form.

- Filing Instructions:

  The blue 'I' button displays additional instructions to file your form electronically;

- Edit Form:

  The gray Edit Form button removes the signature line and filing buttons and displays the add information and page buttons;

- Signature Line and File with House:

  The red arrow on the signature line allows you to insert your ACES digital signature certificate. The gray File with House button displays the Form Upload Page after you have signed your form so that you can submit it electronically to LRC;

- U.S. Senate Password and File with U.S. Senate:

  The U.S. Senate Password text field allows you to enter your assigned U.S. Senate password. The gray File with U.S. Senate button is active after you have entered your U.S. Senate Password so that you can submit the filing electronically to OPR.

See Signing and Submitting Forms for more information

Using Templates and Populated Forms

You can create and reuse form templates that contain data that does not change so you do not have to enter each time you complete a form for new filings. Using templates will help you avoid common filing problems, such as wrong House ID numbers or misspelled registrant or client names.

To create a template:

- Open the form and complete the fields on page one;
- Select **Save As** on the Adobe Reader **File** menu, or click the **Save a Copy** button on the browser;
- Save the form using the appropriate naming convention;
- Click the **Save** button.

To reuse a template:

- Open the template you want to use in Adobe Reader;
- Select **Save As** on the **File** menu and give the form a unique name according to your naming convention.

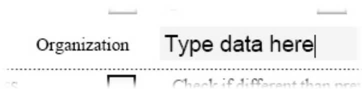
NOTE: It is important to perform these steps BEFORE you begin working with the form to ensure the template does not get modified

See Create a Form Folder and Naming Convention for more information

Completing Forms

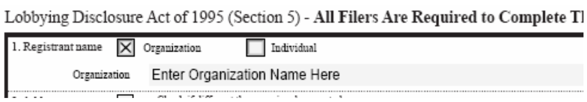
To complete your forms:

- Locate the form you want to work with;
- Double click on the form name to open it in Adobe Reader, and;
- Complete the fields for each page by:
  - Clicking on text fields and typing the information:

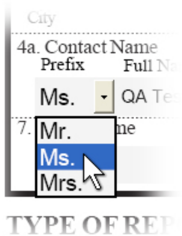


You may also copy and paste material from other documents into text fields;

  - Selecting options from a checkbox by left clicking on the box, and;



  - Selecting values from pull down lists by left clicking on the menu;



To move to the next field, press the tab key or click on the field with your mouse. In some cases, your selection may control the movement of the cursor to the next appropriate field.

It is recommended that you use the Form Complete process to validate your form when it is complete to ensure that all required fields are completed.

See Appendices for line by line instructions to complete the LD1 and LD2 forms

Preparing Forms for Filing

To avoid the most commonly reported problems, it is recommended that you adhere to the guidelines listed below when you work with Lobbying Disclosure forms:

- **DO NOT** use the Adobe features to manage pages or sign your form:

  The forms have built in functions to add and remove pages and certify the form. If you use Adobe form features you will corrupt your document and you will have to start all over again with a blank form;

- **ALWAYS** review and follow the instructions that pop up in message boxes on the screen:

  The form will tell you if there is a problem that must be resolved before it can be filed;

The topic below will explain how to run the form complete process to prepare your form for electronic filing.

The Form Complete Process

To prepare your form for filing, you must run the form complete process. When this process is complete, you should save it with a new name so that you can return to the completed form if you have problems filing it electronically.

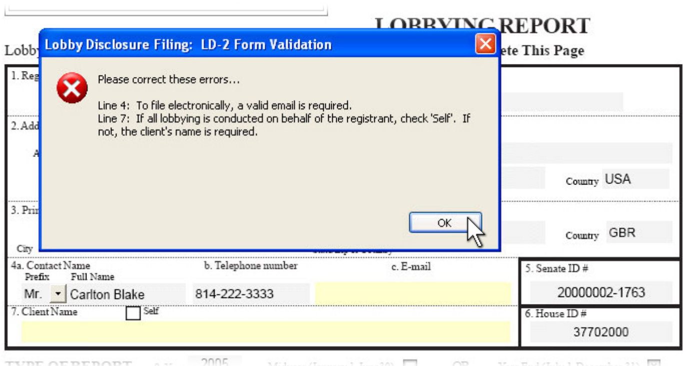
The Form Complete process performs three important functions to prepare your form for electronic filing:

- **Validation** – Document entries are checked for compliance with filing requirements and ensures that fields are completed correctly;
- **Form Preparation** – Blank pages and editing buttons are removed so that the document can be printed and submitted electronically;
- **Filing** – Inserts the current date in the Signature Date field and displays the signature line and filing buttons so you can sign and submit your form.

To prepare your forms for filing:

- Click the **Form Complete** button;

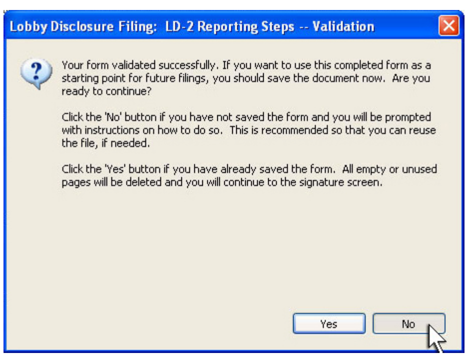
A validation process is initiated that checks the required entries on your form for errors.



If there are errors in your form, they are displayed in a message and highlighted in yellow on your form;

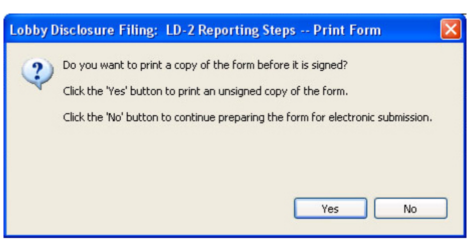
- Click the **OK** button when have finished reviewing the errors. Your cursor will be returned to the first field that needs to be corrected;

  Click the **Form Complete** button again when you have corrected all the entries in your form. You may repeat this process until all the entries have been corrected.



When there are no errors in your form a message is displayed that validation was successful;

- Click the **Yes** button:

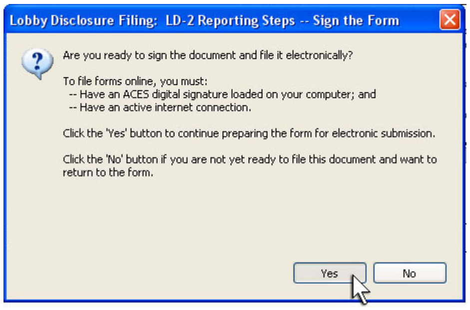


A message is displayed asking you if you want to print your form;

- Click **Yes** to print the form and continue, or click **No** to continue without printing;

  All blank pages, labels, and editing buttons are removed and a message is displayed asking if you want to print the form. At this point, blank pages cannot be re-inserted but you can edit existing pages if you are not ready to file your form;

*NOTE: If you are using Adobe Reader 7.x, blank pages are not deleted. **DO NOT DELETE THEM MANUALLY**. Your form can still be filed electronically.*



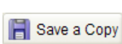
A final message is displayed asking you if you are ready to file your form;

- Click **No** if you want to return to the form;
- Click **Yes** to continue;

A message may be displayed telling you that the form has been scrolled and zoomed to the field where the digital signature will be attached;

- Click **OK**;

The signature line and filing buttons are displayed;



- Click the purple **Diskette** icon on the **Adobe Toolbar**, or select **Save AS** from the **File** menu:

  When the Finder window is displayed navigate to the folder where you are storing your document and give your form a new name, such as adding **_complete** to the end of the name.

You are now ready to file your form with the Senate or sign and file your form with the House.

Signing and Filing Forms

The topics listed below provide step by step instructions on how to file your Lobbying Disclosure forms with the House and the Senate. To file your Lobbying Disclosure forms with the House you must have an ACES digital signature, a browser, and an internet connection. If you have installed your ACES digital signature, you also need to create a backup copy of it and install it on Adobe Reader to sign your forms. If you are filing electronically with the Senate, you must have a Senate password.

To avoid the most commonly reported problems, it is recommended that you adhere to the guidelines listed below when you sign and file Lobbying Disclosure forms:

- **USE THE FORM COMPLETE BUTTON TO INSERT YOUR SIGNATURE:**

  The Form Complete process will insert the signature line and filing buttons for you. If you use the Adobe 'Sign' function in the toolbar your form will not be accepted.

- **CLICK THE RED ARROW ON THE SIGNATURE LINE TO INSERT YOUR SIGNATURE:**

  If you try to sign your document using the Signature Tab under Bookmarks in Adobe, you will disable the filing functions on your form.

- **DO NOT USE PERSONAL SIGNATURES:**

  You must use an ACES Digital Signature to file your form with the House.

- **SAVE THE FORM BEFORE YOU SIGN IT:**

  If you have problems filing it, you can go back to the completed version and insert the filing buttons and signature line again;

- **SAVE THE FORM AFTER YOU SIGN IT:**

  Due to changes in the filing process, you must submit your saved form with the signature on it;

- **DO NOT TRY TO FILE YOUR FORM WITH THE HOUSE AND SENATE AT THE SAME TIME:**

  You can use a completed Lobbying Disclosure form to file with both the House and the U.S. Senate, but when a form is digitally signed, it is locked and cannot be altered; the electronic filing process for each Chamber must be executed separately.

- **SAVE YOUR FORM BEFORE YOU SIGN IT:**

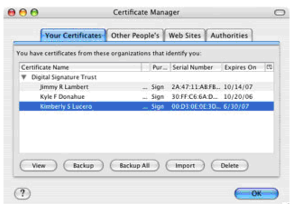
  To simplify the filing process, it is recommended that you use the completed version of your form to file it electronically.

Separate instructions to file with the House or Senate are listed below. You can use a completed Lobbying Disclosure form to file with both the House and the Senate, but the electronic filing process for each Chamber must be executed separately at this time.

Creating a Backup Copy of a Digital Signature

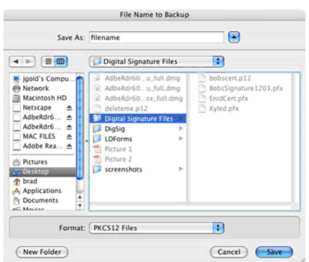
To create a backup copy of a digital signature certificate from Firefox:

- Open **Firefox** and select **Preferences** from the **Firefox** menu;
- Select **Advanced** from the **Preferences** option;
- Click the **Manage Certificates** button:



A list of installed certificates is displayed;

- Select the name of the certificate you want to back up and click the **Backup** button;



- Select a location, enter a file name in the **Save As** field, and click the **Save** button:

A dialog window is displayed for the certificate password;

- Enter a unique password in the **Certificate backup password** field, enter the same password in the **Certificate backup password (again)** field, and click the **OK** button:

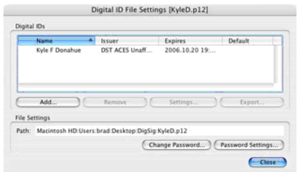
A dialog window is displayed indicating that you have successfully created a copy of your certificate;

- Click the **OK** button;
- Click the **OK** button to close the **Manage Certificates** window;
- Click the **OK** button to close the **Preferences** window.

Installing a Digital Signature in Adobe Reader

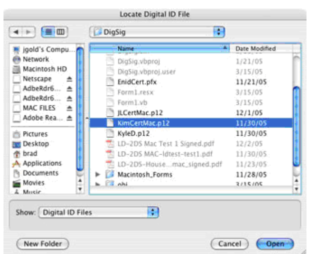
To install a digital signature certificate in Adobe Reader:

- Open Adobe Reader;
- Select **Manage Digital ID's** from the **Document** menu;
- Select **My Digital ID File Settings** from the **Manage Digital ID's** menu;



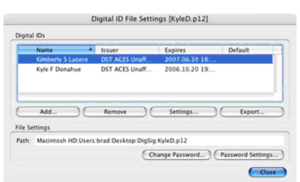
- Click the **Add** button;

- Click the **Import Digital ID File** icon;



- Locate the backup file for your digital signature, select the name, and click the **Open** button;
- If prompted, enter the Software Security Device Password;

  Enter the password you assigned when you created the backup file in the **Enter Password** field:



  The dialog window is updated with the backup file name;

- Click the **Close** button to close the **Digital ID File Settings** window.

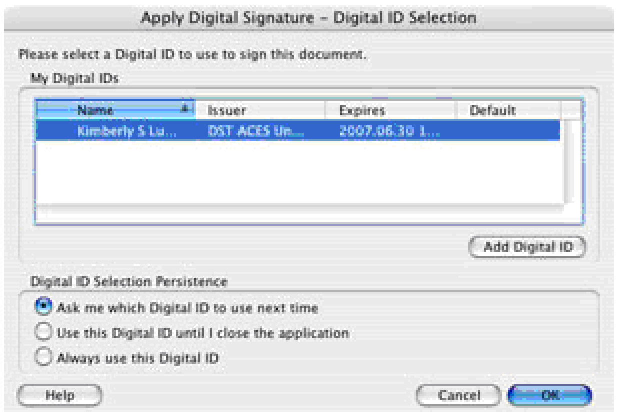
Your digital signature certificate is now available to sign Lobby Disclosure forms.

Signing and Filing Forms with the House

When your form is complete, and your ACES digital signature certificate is installed on Adobe Reader, you are ready to sign and submit your form.

Signing your Form

- Click the red arrow on the form **Signature** field:



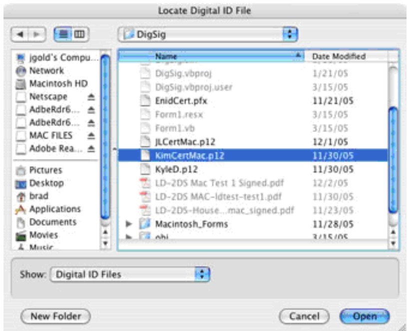
A dialog window is displayed to select your Digital ID;

If prompted, enter the password for your Digital ID file in the **User Password** field;

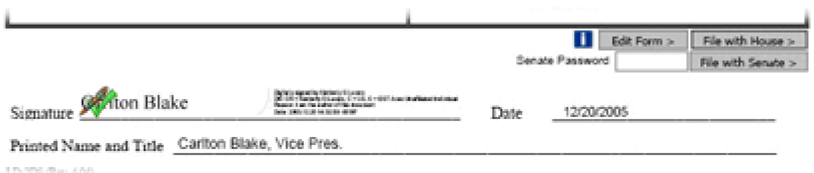
- Click the **OK** button:

The **Apply Signature to Document** window is displayed;

- Enter the password you assigned to your digital signature, select a signing reason if applicable, and click the **Sign and Save As** button;



- Select a location, name the file according to your naming convention, and click the **OK** button;

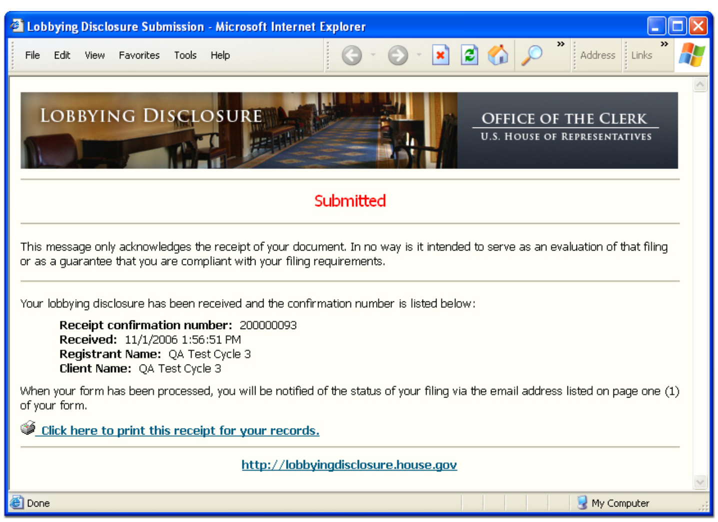


The signature and sign date are inserted and the form fields are locked.

Filing your Form

If you are using LD form version 4.07,

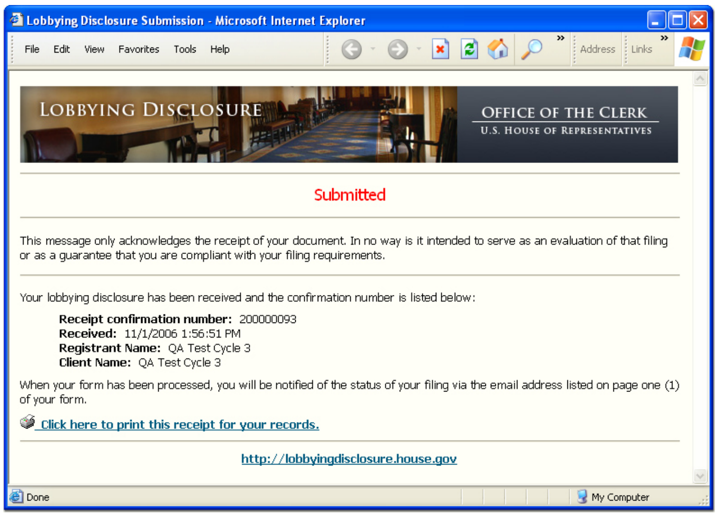
- Click the **File with House** button;



A browser window will be displayed with a status message when your form has been submitted. If the filing was received successfully, the message will include a confirmation number, the registrant and client name, and the date and time the form is received. If the form was not received successfully, a failed message may or may not be displayed depending on the problem with your submission.

If you are using LD form version 4.06:

- Open a browser window and go to the **Macintosh** section of the Lobbying Disclosure website;
- Click on the **Forms and Software** tab and click the **Form Upload Page** link;
- On the **Form Upload Page**, click the **Browse** button to locate your signed form, or enter the location in the text field;
- Click the **Upload PDF** button. DO NOT CLICK THE BUTTON MORE THAN ONCE. The transmission time for your document will vary depending on the speed of your connection and the size of your form;



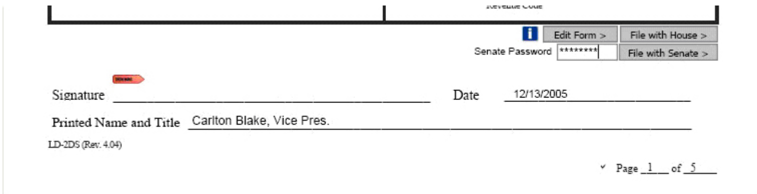
When your filing has been received a status message will be displayed. If the filing was received successfully, the message will include a confirmation number, the registrant and client name, and the date and time the form is received. If the form was not received successfully, a failed message may or may not be displayed depending on the problem with your submission.

Please see the Troubleshooting Guide for information on submission errors

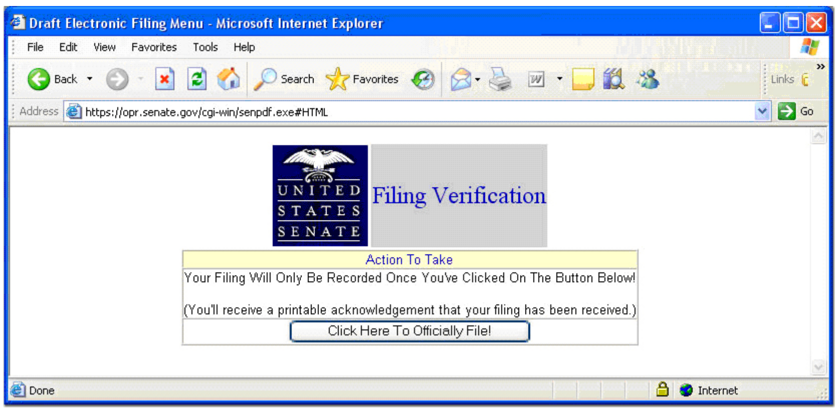
Filing Forms with the Senate

To file your form with the U.S. Senate:

- Open the completed, unsigned form in a browser;



- Enter your password in the **Senate Password** field and click the **File with Senate** button:



A Filing Verification screen is displayed;

- Click the button to **Officially File** your document with the U.S. Senate:

When the filing has been received the web page is updated with a confirmation number.

Please contact OPR if you have questions about your filing.

Appendices

Listed below are detailed instructions to help you enter information correctly on your Lobbying Disclosure Forms.

Lobbying Issue Codes

The lobbying issue codes listed below can be selected using pull down lists for issue codes on the LD1 and LD2 forms.

Code	Description	Code	Description
ACC	Accounting	HOM	Homeland Security
ADV	Advertising	HOU	Housing
AER	Aerospace	IMM	Immigration
AGR	Agriculture	IND	Indian/Native American Affairs
ALC	Alcohol & Drug Abuse	INS	Insurance
ANI	Animals	LBR	Labor Issues/Antitrust/Workplace
APP	Apparel/Clothing Industry/Textiles	LAW	Law Enforcement/Crime/Criminal Justice
ART	Arts/Entertainment	MAN	Manufacturing
AUT	Automotive Industry	MAR	Marine/Maritime/Boating/Fisheries
AVI	Aviation/Aircraft/Airlines	MIA	Media (Information/Publishing)
BAN	Banking	MED	Medical/Disease Research/Clinical Labs
BNK	Bankruptcy	MMM	Medicare/Medicaid
BEV	Beverage Industry	MON	Minting/Money/Gold Standard
BUD	Budget/Appropriations	NAT	Natural Resources
CHM	Chemicals/Chemical Industry	PHA	Pharmacy
CIV	Civil Rights/Civil Liberties	POS	Postal
CAW	Clean Air & Water (Quality)	RRR	Railroads
CDT	Commodities (Big Ticket)	RES	Real Estate/Land Use/Conservation
COM	Communications/Broadcasting/Radio/TV	REL	Religion
CPI	Computer Industry	RET	Retirement
CSP	Consumer Issues/Safety/Protection	ROD	Roads/Highway
CON	Constitution	SCI	Science/Technology
CPT	Copyright/Patent/Trademark	SMB	Small Business
DEF	Defense	SPO	Sports/Athletics
DOC	District of Columbia	TAX	Taxation/Internal Revenue Code
DIS	Disaster Planning/Emergencies	TEC	Telecommunications

Code	Description	Code	Description
ECN	Economics/Economic Development	TOB	Tobacco
EDU	Education	TOR	Torts
ENG	Energy/Nuclear	TRD	Trade (Domestic & Foreign)
ENV	Environmental/Superfund	TRA	Transportation
FAM	Family Issues/Abortion/Adoption	TOU	Travel/Tourism
FIR	Firearms/Guns/Ammunition	TRU	Trucking/Shipping
FIN	Financial Institutions/Investments/Securities	URB	Urban Development/Municipalities
FOO	Food Industry (Safety, Labeling, etc.)	UNM	Unemployment
FOR	Foreign Relations	UTI	Utilities
FUE	Fuel/Gas/Oil	VET	Veterans
GAM	Gaming/Gambling/Casino	WAS	Waste (hazardous/solid/interstate/nuclear)
GOV	Government Issues	WEL	Welfare
HCR	Health Issues		

LD1 Instructions

REGISTRATION TYPE: Select one. This selection will not appear on the final printed form.

- New Registrant -- If the registrant is NOT registered with the Office of the Clerk for any lobbying, check 'New Registrant'. A second question will appear if you check 'New'. If you ever registered for lobbying disclosure in the past but terminated that registration, please check yes.
- New Client -- If the registrant has an existing registration but wishes to add a new client, click 'New Client'.
- Amendment -- If the registrant is amending information relating to this specific registration, check amendment. Please note that the amendment is only for the client specified.

LINE 1. EFFECTIVE DATE OF REGISTRATION: Enter the date that the registrant is retained by the client or first makes a lobbying contact, whichever is earlier. If the effective date is prior to the end of a semiannual reporting period, a lobbying report must be filed detailing the activity for that semiannual period. Enter the date in mm/dd/yyyy format. It is not necessary to put '0' in front of a single digit day or month.

LINE 2. HOUSE IDENTIFICATION NUMBER: The number to be placed in the House ID field depends on the filing type:

- New Registrant -- Leave this line blank if this is an initial registration. The House ID will be assigned by the Legislative Resource Center after the registration is processed and will be unique to each registrant-client relationship. After being notified of this number, use it in all correspondence pertaining to this relationship.
- New Client -- Locate the House ID number for a registration you have previously filed. The first five digits of the House ID for that registration represents your registrant identification. Enter those five digits. Example: A registrant's House ID for an existing client is 32345004. To add a new client, the registrant will enter 32345, the first five digits that identify the registrant. This number is required to complete the filing.
- Amendment -- Enter the eight-digit number for the specific registration to be amended. This number is required to complete the filing.

LINE 2. SENATE IDENTIFICATION NUMBER: If a Senate Identification number has been assigned for this registrant-client registration, please enter it here. If not, the Office of Public Records will assign this number.

LINE 3. REGISTRANT NAME AND ADDRESS: NAME: If the registrant is a lobbying firm or an organization employing in-house lobbyists, enter the full legal name. If the registrant is a self-employed lobbyist, click 'Individual' to switch to name fields, then select the preferred prefix and enter the first name and last name. If you wish, you may enter a middle name with the first name or a suffix with the last name. For future electronic filing, it is important to enter the name exactly the same each time.

ADDRESS: Enter the mailing address to which correspondence should be addressed. A US mailing address and contact information is preferred. A full address is required to complete the filing.

LINE 4. PRINCIPAL PLACE OF BUSINESS: Indicate the city, state and country of the registrant's principal place of business, if different from the address on line 3.

LINE 5. TELEPHONE NUMBER, CONTACT NAME AND E-MAIL: Enter the telephone number, including area code. Please use the (222)222-2222 or 222-222-2222 format. A US telephone number is preferred. Select the preferred prefix (Mr., Ms. Mrs.), and enter the full name of the person to contact for any questions concerning the registration. Enter the contact e-mail address. A telephone number, contact name and e-mail address in valid format are required to complete the filing.

LINE 6. GENERAL DESCRIPTION OF REGISTRANT'S BUSINESS OR ACTIVITIES: Provide a general description of the registrant's business or activities, e.g. "manufacturing," "computer software developer," "law firm," "public relations firm," "self-employed public affairs consultant," "social welfare organization," etc. The business description is required to complete the filing.

LINE 7. CLIENT NAME AND ADDRESS: For an organization lobbying on its own behalf, check the box labeled 'SELF'. When 'Self' is checked, the registrant name is inserted in the client name line. The client address, principal office address and business activity are 'skipped' and the focus moves to Line 10. An error message will be given on an attempt to enter information in those fields.

For a lobbying firm or self-employed lobbyist lobbying on behalf of a client, DO NOT check "Self". State the name and address of the client. Lobbying firms must file a separate registration for each client. The client address is required in this case.

LINE 8. CLIENT PRINCIPAL PLACE OF BUSINESS: If 'Self' is not checked, indicate the client's principal place of business (city and state and country), if different from line 7.

LINE 9. GENERAL DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES: If 'Self' is not checked, provide a general description of the business or activities of the client (see instructions to line 6 for examples). The client address is required in this case.

LINE 10. LOBBYISTS: List the name of each individual who acted or is expected to act as a lobbyist for the client identified on line 7. Enter the first name, last name and suffix in the separate fields provided. If any person listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within two years of first acting as a lobbyist for the client, identify that person as a "covered official" and state the executive and/or legislative position in which the person served. Self-employed lobbyists must restate their names on this line and indicate any covered status as described above.

At least one lobbyist must be listed to complete the filing. If more than five lobbyists are to be listed, complete the first five, then click the blue > button in the right margin labeled 'Go to Page 3 to add more lobbyists'. This will move the focus to the 'Additional Lobbyists' section on Page 3, where six more names may be added. If more than eleven lobbyists are to be listed, go to the bottom of page three, click the orange > button labeled 'Add an additional supplementary information page', and continue adding lobbyists on the next page. When all lobbyists have been entered, click the 'Return to page 2...' button in the right margin to return to Line 11.

LINE 11 LOBBYING ISSUES: Select categories from the following list that most closely match the client's lobbying issue areas. The form provides a list of descriptions and corresponding codes (for reference only) in a select box above the fields where the codes are to be entered. Select each applicable code from the small select boxes on line 11. Enter as many as necessary to accurately reflect all actual and anticipated lobbying activities. If more than nine lobbying issues apply, click the blue > button in the right margin labeled 'Go to page 3 to add more lobbying issues'. This will move the focus to page 3, where nine more issues may be selected.

Please see Lobbying Issue Codes for a complete list

LINE 12. SPECIFIC LOBBYING ISSUES: Identify the client's specific issues that have been addressed (as of the date of the registration) or are likely to be addressed in lobbying activities. Include, for example, specific bills before Congress or specific executive branch actions. BE SPECIFIC, but brief. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient. Use the following format to describe legislation: BILL NO, BILL TITLE, AND DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST, i.e.:

> "H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration."

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank. No additional space is available, so please abbreviate and enter the information in paragraph format to maximize space.

LINE 13. AFFILIATED ORGANIZATIONS: Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of $10,000 toward the registrant's lobbying activities in a semiannual period and in whole or in major part plans, supervises, or controls such lobbying activities.

Either 'No' or 'Yes' must be checked. If 'No' is checked, the affiliated organization lines will be 'skipped'. If 'Yes' is checked, at least one affiliated organization name and address is required. If 'No' is checked after information has been entered in the lines, the information will be deleted.

If more than three affiliated organizations are to be listed, complete the first three, then click the blue > button in the right margin labeled 'Go to Page 3 to add more affiliated organizations'. This will move the focus to the 'Additional Affiliated Organizations' section on Page 3, where three more names may be added. If more than six affiliated organizations are to be listed, go to the bottom of page three, click the orange > button labeled 'Add an additional supplementary information page', and continue adding organizations on the next page. When all organizations have been entered, click the 'Return to page 2...' button in the right margin to return to Line 14.

LINE 14. FOREIGN ENTITIES: Identify the name, address, principal place of business, amount of any contribution in excess of $10,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- holds at least 20% equitable ownership in the client or any organization identified on line 13; or
- directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances, or subsidizes activities of the client or any organization identified on line 13; or
- is an affiliate of the client or any organization identified on line 13 and has direct interest in the outcome of the lobbying activity.

Either 'No' or 'Yes' must be checked. If 'No' is checked, the foreign entity lines will be 'skipped'. If 'Yes' is checked, at least one foreign entity name, address, principal place of business, contribution amount and percentage of ownership is required. If no contribution was made and no ownership exists, enter zero in those fields. If 'No' is checked after information has been entered in the lines, the information will be deleted.

If more than two foreign entities are to be listed, complete the first two, then click the blue > button in the right margin labeled 'Go to Page 3 to add more foreign entities'. This will move the focus to the 'Additional Foreign Entities' section on Page 3, where three more names may be added. If more than five foreign entities are to be listed, go to the bottom of page three, click the orange > button labeled 'Add an additional supplementary information page', and continue adding entities on the next page. When all entities have been entered, click the 'Return to page 2...' button in the right margin to return to Line 14.

PRINTED NAME AND TITLE. Enter the name and title of the person who will sign the filing, either with a digital signature for electronic filing, or a handwritten signature for paper filing. The signer must be the officer or employee of the registrant who is responsible for the accuracy of the information contained in the registration.

LD2 Instructions

To complete the form, begin by selecting registrant type, then TAB or use the mouse to move from field to field as you enter data. In some cases, your selection may control the movement to the next appropriate field. When you have completed all of the information, click the red "Form Complete" button, which will run the validation. See Using Electronic Forms for more help with using the forms.

The detailed help below includes both information relating to filing requirements under the Lobbying Disclosure Law, and technical information (in italics) about using the form functionality.

All filers are required to complete the first page.

LINE 1. NAME: If the registrant is a lobbying firm or an organization employing in-house lobbyists, enter the full legal name exactly as you originally registered. If the registrant is a self-employed lobbyist, click 'Individual' to switch to name fields, then select the preferred prefix and enter the first name and last name. If you used a middle name, initial or suffix when you filed, enter a middle name or initial with the first name and the suffix with the last name. For future electronic filing, it is important to enter the name exactly the same each time.

LINE 2. REGISTRANT ADDRESS. Enter the mailing address for correspondence. Mark the box if the address is different than previously reported. A full address is required to complete the filing.

LINE 3. PRINCIPAL PLACE OF BUSINESS. Indicate the city, state and country of the registrant's principal place of business, if different from the address on line 2.

LINE 4. TELEPHONE NUMBER AND CONTACT NAME. Enter the telephone number, including area code. Please use the (222)222-2222 or 222-222-2222 format. A US telephone number is preferred. Select the preferred prefix (Mr., Ms. Mrs.), and enter the full name of the person to contact for any questions concerning the registration. Enter the contact e-mail address. A telephone number, contact name and email address in valid format are required to complete the filing.

LINE 5. SENATE IDENTIFICATION NUMBER. This number, assigned by the Office of Public Records, is unique to each registrant-client relationship. Enter the number and use it in all correspondence pertaining to this relationship.

LINE 6. HOUSE IDENTIFICATION NUMBER. This number, assigned by the Legislative Resource Center, is unique to each registrant-client relationship. Enter the eight-digit number and use it in all correspondence pertaining to this relationship. This number is required to complete the filing.

LINE 7. CLIENT NAME.

- For an organization lobbying on its own behalf, check the box labeled 'SELF'. When 'Self' is checked, the registrant name is inserted in the client name line.
- For a lobbying firm or self-employed lobbyist lobbying on behalf of a client, DO NOT check “Self”. State the full name of the client exactly as you listed it in the registration. Lobbying firms must file a separate report for each client. The client name is required to complete the filing.

LINE 8. YEAR. Enter the year and mark the appropriate box to indicate which semiannual reporting period is being covered by this report. A separate report is required for each filing period. A valid four-digit year is required. Electronic filing is only available for reports and amendments for the year-end 2004 report and later. However, older reports or amendments may be prepared on the form and printed for filing by mail or hand delivery.

LINE 9. AMENDED REPORT. If amending a previously filed version of this report, place a mark in the box. Otherwise, leave blank.

LINE 10. TERMINATION REPORT. If lobbying for the client has ended and the registrant wishes to terminate this registration, mark the box and enter the date that lobbying activities ceased. Enter the date in mm/dd/yyyy format. It is not necessary to put '0' in front of a single digit day or month. The date must be in the filing period you have marked in Line 8. If the date entered is not in that period, an error message will be returned.

LINE 11. NO ACTIVITY BOX. If there was no reportable lobbying activity, mark the box. Otherwise, file a complete report detailing the lobbying activity. If this box is checked, page 2 will no longer be displayed as it does not need to be part of the filing. If this box is checked after entering issue information, that information will be deleted.

INCOME OR EXPENSE SUMMARY (ANSWER LINE 12 OR LINE 13 AS INSTRUCTED). The form will only allow the appropriate section to be completed. Any attempt to check a box or enter an amount in the incorrect area will return an error message.

LINE 12. LOBBYING FIRMS (INCOME). Indicate whether income relating to lobbying activities on behalf of the client identified on line 7 was less than $10,000, or was $10,000 or more, during this reporting period by placing a mark in the appropriate box. If income was $10,000 or more, provide a good faith estimate of all lobbying related income from the client (include all payments to the registrant by any other entity for lobbying activities on behalf of the client). Round estimates to the nearest $20,000. One selection is required for lobbying firms. Any amount under $10,000 entered in the line will return an error.

LINE 13. ORGANIZATIONS (EXPENSES). Indicate whether expenses related to lobbying activities were less than $10,000, or were $10,000 or more, during the reporting period by placing a mark in the appropriate box. If expenses were $10,000 or more, provide a good faith estimate of all lobbying expenses (include all payments to third parties for lobbying activities) and round estimates to the nearest $20,000. One selection is required for organizations lobbying on their own behalf. Any amount under $10,000 entered in the line will return an error. **LINE 14. REPORTING METHODS.** Mark the appropriate box to indicate the expense accounting method used to determine expenses. One selection is required if 'Self' is checked.

- **Method A.** Reporting amounts using LDA definitions only. This method is available to all organizations.
- **Method B.** Reporting amounts using Internal Revenue Code definitions as defined under Section 4911(d) of the IRC. This method is only available to a NON-PROFIT registrant that is required to report and does report under Section 6033(b)(8) of the IRC. The amount disclosed must pertain to the semiannual period covered by this report.
- **Method C.** Reporting amounts using Internal Revenue Code definitions of lobbying activities, of which the cost is not deductible pursuant to Section 162(e) of the IRC. This method is available to any registrant that is subject to Section 162(e) of the IRC. The amount disclosed must pertain to the semiannual period covered by this report. Grass-roots and state lobbying expenses may not be subtracted from this amount.

FIRST PAGE SIGNATURE. This signature line will appear after the form is validated and prepared for printing and/or electronic submission.

- Electronic Filing -- When the report is complete and validation successful, the digital signature will be applied on this line.

PRINTED NAME & TITLE. Enter the name and title of the person who will sign the filing. This entry is required to complete the filing.

PAGE 2. The electronic form includes one lobbying issue page when it is opened. By clicking the orange > button at the bottom of the page, the next issue may be added. The pages will be automatically numbered. In addition, supplementary pages for additional specific issues description and additional lobbyists related to one general lobbying issue are also available and may be added to the document by orange > buttons in the right margin of those sections. When supplementary pages are added to a general issue, the general issue code will be automatically entered on the issue line. If a supplementary or issue page is added in error, DO NOT DELETE THE PAGES FROM THE MENU OR PAGES TAB. ALL BLANK PAGES WILL BE AUTOMATICALLY DELETED IN THE FINAL STEPS.

LINE 15. GENERAL LOBBYING ISSUE AREA. Select the applicable code(s) from the list below which accurately reflect all general areas in which the registrant engaged in lobbying during the reporting period, whether or not the issue area was previously disclosed. Add a separate page for each code selected, using the orange button at the bottom of the issue page just completed. The select box lists both the code and description for convenience. The code is required and must be entered before supplementary pages can be added.

Please see Lobbying Issue Codes for a complete list

LINE 16. SPECIFIC LOBBYING ISSUES. For each general lobbying area, list the specific issues which were actually lobbied during the semiannual period. Include, for example, specific bills before Congress or specific executive branch actions. BE SPECIFIC. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient. Use the following format to describe legislation: BILL NO., BILL TITLE, AND DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST.

i.e., "H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration."

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank.

To maximize space, use a paragraph format. When the available area is full, add another page by clicking the orange > button labeled 'Add more specific issues' in the right margin at the top of Line 16. If one additional page is not enough, another may be added from the button at the bottom of the supplementary page.

LINE 17. CONTACTS. Identify the Houses of Congress and Federal agencies contacted by the registrant in connection with the general issue area during the reporting period. Disclose only the houses or agencies, such as "Senate," "House of Representatives," "Department of Agriculture," or "Executive Office of the President," rather than the individual office. If there were no contacts during the period, mark the box labeled "none." This line is required to complete the filing.

LINE 18. LOBBYISTS. List the name of each lobbyist who had any activity in this general issue area. Enter the first name, last name and suffix in separate fields. If there are lobbyists not previously disclosed, enter the names of the new lobbyist(s) under each pertinent issue code, and mark the box labeled "New." If any new lobbyist listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within two years of first acting as a lobbyist for the client, identify that person as a "covered official," state the executive and/or legislative position in which the person served. NOTE: The 20% threshold does not apply to this line and is only used for determining who may be considered a "lobbyist" for registration/updating purposes.

LINE 19. FOREIGN INTEREST. Describe the interest of each foreign entity in the specific issues listed on line 16. If there are no foreign entity interests in this issue, check the box marked 'None'. If 'None' is checked, an error message will be returned if data is also entered in the text box.

SIGNATURE. If this is the last page of the report, sign and date this page and type or print the signer's name and title. Only the last page of the report need be signed. Form LD-2DS must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the report.

PAGE 3. INFORMATION UPDATE PAGE. Complete only where registration information has changed. The electronic form includes one update page when it is opened. By clicking the orange > button at the bottom of the page, an additional update page may be added for more data. The pages will be automatically numbered.

If a supplementary page is added in error, do not delete the pages from the menu or pages tab. All blank pages will be automatically deleted when the form is prepared for filing.

LINE 20. CLIENT NEW ADDRESS. Enter complete address of the client if different than previously reported. No address may be entered here if 'Self' is check in the client name box.

LINE 21. CLIENT NEW PRINCIPAL PLACE OF BUSINESS. Indicate the client's new principal place of business (city, state and country), if different from line 20. No address may be entered here if 'Self' is check in the client name box.

LINE 22. NEW DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES. Provide a general description of the new business or activities of the client. No business description may be entered here if 'Self' is check in the client name box.

LINE 23. LOBBYIST DELETE. Enter the name of each individual who no longer acts as a lobbyist for the client identified on line 7. Enter the first name, last name and suffix in separate boxes. If there are no names to remove, skip to line 24.

LINE 24. GENERAL ISSUE AREA DELETE. Select the codes from the list on page 3 of the instructions of all previously reported issue areas that no longer apply and enter them on line 24. If there are no codes to be deleted, skip to line 25.

LINE 25. AFFILIATED ENTITY ADD. Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of $10,000 toward the registrant's lobbying activities in a six-month period, and in whole or in major part plans, supervises, or controls such lobbying activities. If an entity name is entered, the address is required.

LINE 26. AFFILIATED ENTITY DELETE. List the names of all previously reported organizations that no longer meet the disclosure requirement. If there are no organizations to remove, skip to line 27.

LINE 27. FOREIGN ENTITY ADD. Identify the name, address, principal place of business, amount of any contribution in excess of $10,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- holds at least 20% equitable ownership in the client or any organization identified on line 13 of the registration or line 25 of this report; or
- directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances, or subsidizes activities of the client or any organization identified on line 13 of the registration or line 25 of this report; or
- is an affiliate of the client or any organization identified on line 13 of the registration or line 25 of this report and has direct interest in the outcome of the lobbying activity.

LINE 28. FOREIGN ENTITY DELETE. List the names of all previously reported foreign entities that no longer meet the disclosure requirement. Leave this line blank if there are no deletions.

SIGNATURE FOR PAPER FILING. If this is the last page of the report, sign and date this page and type or print the signer's name and title. Only the last page of the report needs to be signed. Form LD-2 must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the report.

Frequently Asked Questions

The topics listed below provide answers to commonly asked questions about the Lobbying Disclosure Electronic Filing System.

What's New

New Adobe Form

A new form has been developed for the Adobe forms. There are no changes in how you complete or submit the form; only the web address for the upload page has been changed.

If you have already completed your forms for the 2006 year end filing period, you may file them with the Office of the Clerk until January 16, 2007. The new Adobe forms will be required for filing registrations and reports after this date.

Required Software and Forms

Am I required to buy software to use the electronic Lobbying Disclosure forms?

No. The Reader software is free of charge from Adobe. You may use Adobe Reader version 6.02 through 7.0x. Adobe Reader version 8.x is not supported at this time.

See Forms and Software to install Adobe Reader 7.0.8

Do I need to install additional Adobe Reader components?

No, only Adobe Reader is required.

Can I use my older forms with Adobe Reader version 7?

No, the signing and filing process has been modified to accommodate version 7, and older versions of the forms, including templates, will not work properly if you are using Adobe Reader 7. You must download a new form.

See Verify Adobe Reader and Form Version for more information

Digital Signatures

How long will it take to get an ACES signature?

After you apply online, the ACES vendor will mail a document to you. As soon as you receive the document, it will provide instructions on how to download your new digital signature. This process could take anywhere from as little as 2 to 4 business days to as long as 2 weeks.

May I use my digital signature certificate for other purposes?

Yes. A subscription certificate may be used for a document if the receiver will accept the certificate.

How can I print a copy of the LD report that includes the signature line?

The signature line does not appear on the form until after you have run the Form Complete process. This process will validate the content of the form and prepare it for printing.

It should be noted that paper filings are only accepted by the Senate. House filings must be submitted electronically, except for filing amendments preceding the 2004 Year End filing period (07/01/04).

Can I move my ACES digital signature to another PC or a laptop?

Yes. If you need to move your digital signature to another PC or a laptop, you can use the Certificate Export Wizard within your browser to create a backup of your digital signature and the Certificate Import Wizard to install it on another computer.

See the Contact page of the Lobbying Disclosure website for information on participating vendors

Filing Registrations, Reports, and Amendments

Can I file electronically if I am registering to do lobbying for the first time?

If you are registering with the House, you must submit your LD-1DS form electronically. Your House ID will be included in your confirmation email and used for all future filings.

Instructions on how to fill out the LD-1 form for new registrations are listed on the Macintosh Register page of the Lobbying Disclosure website

If you are registering with the Senate, you must submit your LD-1DS form on paper. When you receive your Senate ID, you may use it to file your future forms electronically if you have a valid Senate password. Please contact the Office of Public Records, Secretary of the Senate, for more information on obtaining a Senate password.

Can I file electronically to add a new client or update my registration?

If you are already registered with the House and Senate, you can use the LD-1DS form to register a new client.

Instructions on how to fill out the LD-1 form for new client registrations are listed on the Macintosh Register page of the Lobbying Disclosure website

Can I file an old report or amendment electronically?

Electronic filing is limited to filing reports for the periods beginning July 1, 2004 and later. If you wish to file or amend a report for an earlier period, you may use the electronic form to fill out the data, and then print the form for paper filing.

What information will I need to prepare the form?

It is very important that you enter the registrant name, client name and House ID exactly as it is registered with the Clerk. The form requirements have not changed, and the form will look like the previous form after you have completed everything and prepared it for filing.

House ID's can be located on the House ID page of the Lobbying Disclosure website

Where do I go for help with the form?

A guide to completing lobbying disclosure forms is available on the Home page of the Lobbying Disclosure website that includes definitions and examples of what should be included on the forms.

See Filing Guidelines for more information on completing the content of your forms

Technical and line by line instructions on how to complete each form are available in the Help manual. This manual is available on the Lobbying Disclosure website and includes answers to frequently asked questions, a troubleshooting guide that contains solutions to commonly reported problems, and online tutorials that guide you through the steps to complete, save, sign, and file your forms.

If you can't find an answer in the Help manual, you may call the Legislative Resource Center at 202-226-5200 for assistance.

See Where to get Help for more information

Submitting Forms Electronically

Can I use the electronic House Lobby Disclosure forms to file with the Senate?

You can file new client registrations and activity reports with the Senate if you have a current Senate ID and password. You must file first time lobbying registrations with the Senate on paper.

To file your forms electronically, your form must be opened in a browser.

See Filing Forms with the Senate for more information

How will I know if my filing is complete after I have submitted it?

You will receive a separate web response from the House and the Senate when you file electronically.

If you are filing with the House you will also receive an e-mail from the Office of the Clerk indicating the status of your electronic filing. If your digital signature fails validation with the ACES certificate authority, or if the version of Adobe Reader is not compatible with the Lobbying Disclosure form you submitted, you will receive a failure notice. If your digital signature is valid, but the combination of the registrant name, client name and House ID that you submit does not match current records, the Legislative Resource Center staff will contact you about corrections to the filing.

See Understanding Electronic Filing for more information

If you are filing with the Senate and you have entered the wrong ID or password, the message "Invalid Senate ID and/or Password" is displayed. Please contact the Senate Office of Public Records for help.

Troubleshooting Guide

The topics listed below provide resolutions to commonly reported problems with the Lobbying Disclosure Electronic Filing System. Please contact the Legislative Resource Center if your issue is not listed in these areas.

Signature is not listed when signing

If your signature does not appear in the Apply Digital Signature window when you are signing your form there is usually a problem with the installation of the signature. Please review the instructions to create a backup copy of your signature and install it on Adobe Reader

See Signing and Filing Forms for more information

Form won't submit to the House

Your submission may time out due to slow internet connection speeds. If this happens, you can wait a few minutes and submit your form again. If you have many users on a DSL or cable connection you may want to try submitting your form earlier or later in the day when there aren't as many users accessing the connection.

If you continue to receive time out messages, several factors may be causing the problem:

- Virus protection restrictions. Some 3rd party virus scanning and firewall products will restrict you from sending files over the internet. Please review the security settings in any virus scanner and firewall applications and make the appropriate adjustments to allow transmission of files to house.gov;
- Network restrictions. Some registrants have firewall restrictions from within their network that do not allow users to transmit files over the internet. You will need to discuss this with your IT department for a solution. If the restrictions cannot be changed please contact LRC to discuss alternatives. Some companies have written their signed form to CD or set up an FTP site so that the LRC can access the form and file it for you.

Signature fails after it's submitted

If you receive a status message that your signature has been suspended or revoked, you must contact the vendor where you purchased the signature to resolve the issue. When the problem has been resolved, sign and re-file your form.

If you receive a status message that the certificate authority for your signature could not be found you did not sign your form with an ACES signature. If you believe you have purchased an ACES digital signature, there is a problem with the installation of the signature. You must contact the vendor to get it installed correctly.

A list of ACES digital signature certificate vendors are available on the contacts page of the Lobbying Disclosure website. This list also includes the contact information for each vendor's help desk.

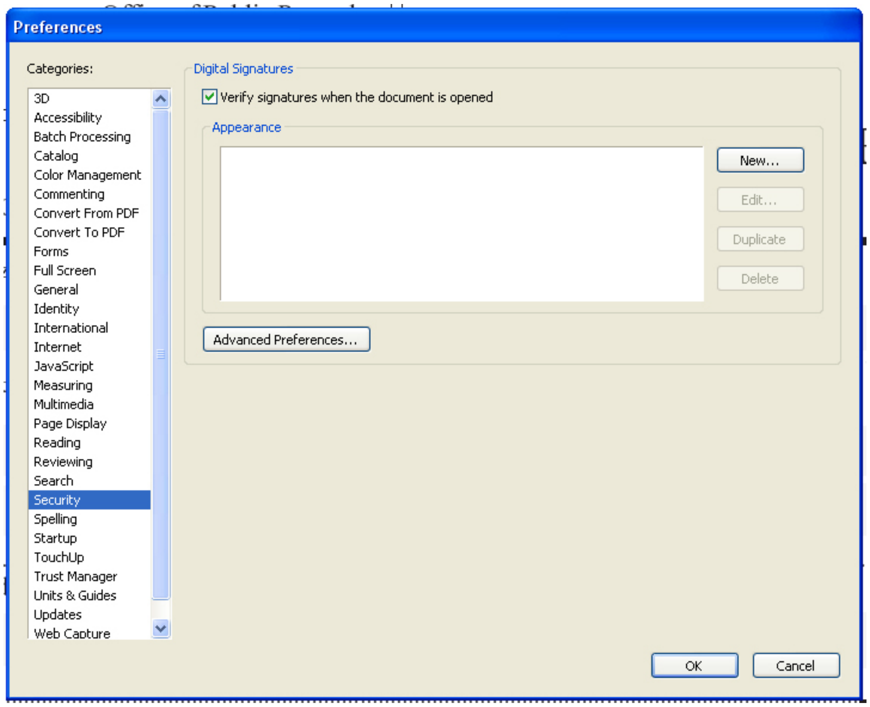
Form fails Document Integrity after it's submitted

Please review the following if you are receiving submission errors due to document integrity:

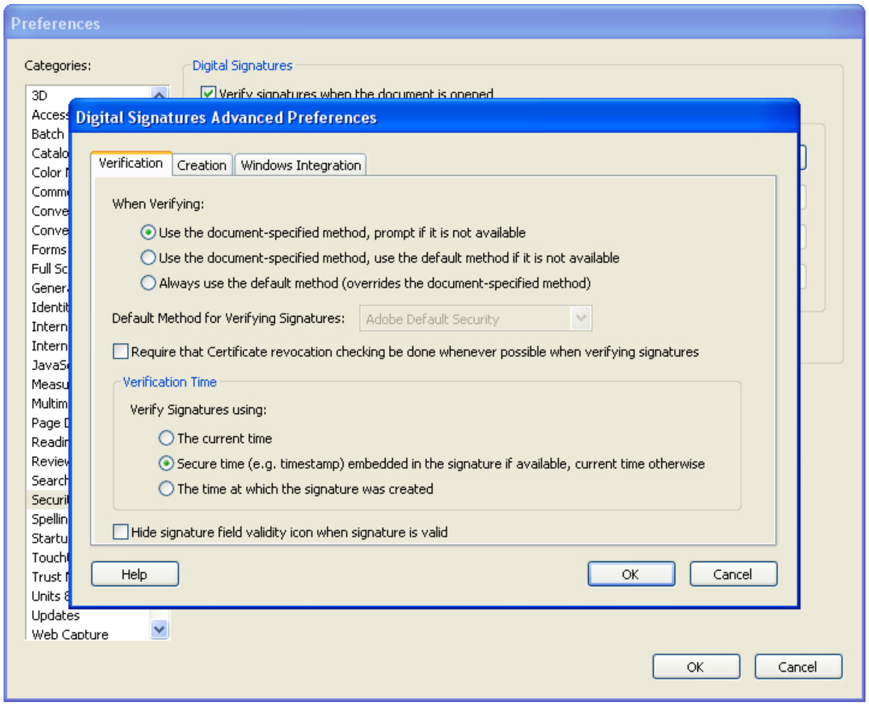
- The most common errors are related to filers not following the proper steps to sign and submit your form. Please review the steps in the sign and submit section of the user manual for the correct procedure;

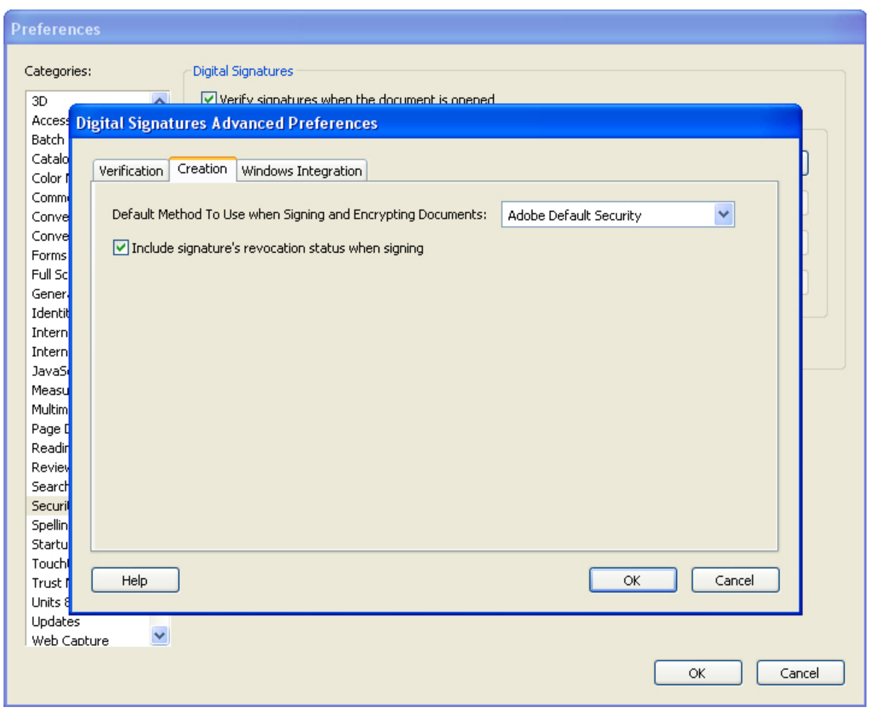
See Signing and Submitting Forms for more information

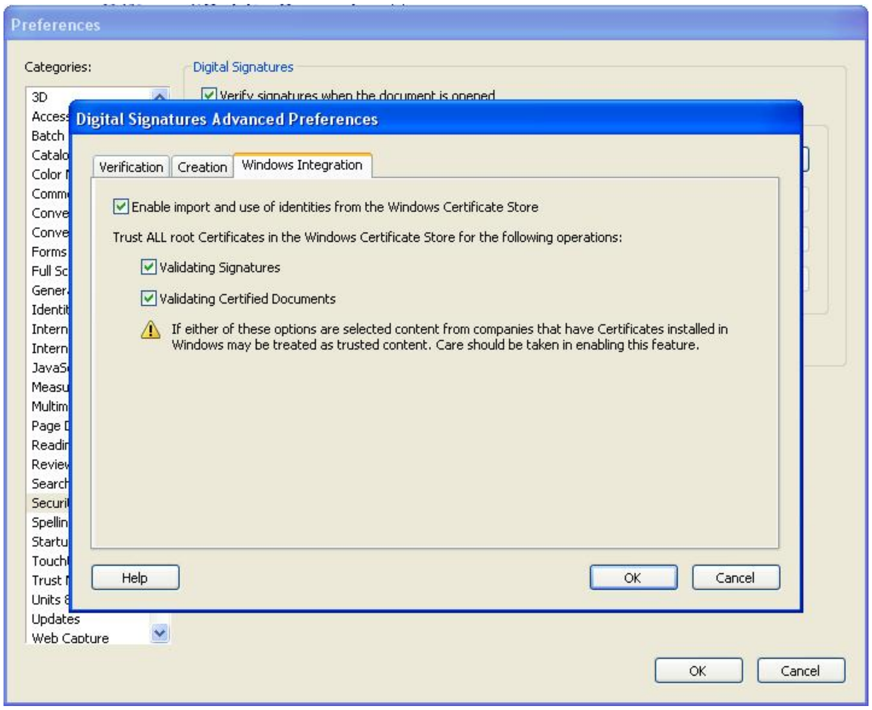
- If a red X appears on your signature and you are using Adobe 7, the Security settings may need to be adjusted. The proper settings are listed below:
  - Select Preferences from the **Edit** menu;
  - Select the **Security** category on the **Preferences** menu;
  - The user settings should be as listed as follows for the **Digital Signature** screen:



  - Click the **Advanced Preferences** button and set the following for each tab:


Preferences
Categories:
Digital Signatures
Verify signatures when the document is opened
Digital Signatures Advanced Preferences
Verification
Creation
Windows Integration
When Verifying:
Use the document-specified method, prompt if it is not available
Use the document-specified method, use the default method if it is not available
Always use the default method (overrides the document-specified method)
Default Method for Verifying Signatures:
Adobe Default Security
Require that Certificate revocation checking be done whenever possible when verifying signatures
Verification Time
Verify Signatures using:
The current time
Secure time (e.g. timestamp) embedded in the signature if available, current time otherwise
The time at which the signature was created
Hide signature field validity icon when signature is valid
Help
OK
Cancel
3D
Updates
Web Capture
OK
Cancel


Preferences
Categories:
Digital Signatures
Verify signatures when the document is opened
Digital Signatures Advanced Preferences
Verification
Creation
Windows Integration
Default Method To Use when Signing and Encrypting Documents:
Adobe Default Security
Include signature's revocation status when signing
Help
OK
Cancel
3D
Updates
Web Capture
OK
Cancel



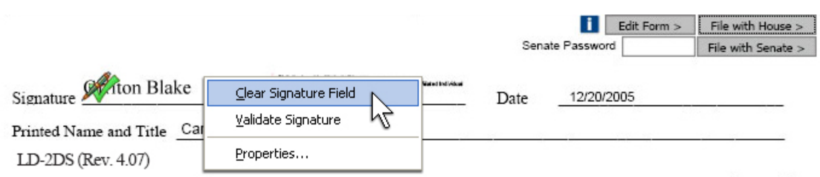
File with Senate Button is Locked

If you need to file your form with the Senate, but you have saved the signed version of your form, you can unlock the Senate Password field and File with Senate button by removing the signature.

The signature should only be removed to file your form with the Senate. If you modify the contents of your form after you have removed the signature, you may damage the integrity of the document and have problems validating and filing it with the House. If you need to edit the contents of the form and re-file it, you should make your edits in the unsigned version of the form.

To remove a digital signature from a form:

- Move your cursor over the signature line;



- Press **CTRL + click** and select **Clear Signature field**;

  The digital signature is removed and the Senate Password field and File with Senate button are unlocked.

E-Mail status messages are not being received

If you are not receiving the filing status messages that are being sent from the system, one of the following may be the problem:

- The status message is sent to the point of contact email address on each form. Please check the address and verify it is correct;
- Spam blockers may be rejecting the email, or filtering it to a junk mail folder. Add the domain name efiling@mail.house.gov to your approved list of addresses.

Glossary of Terms

Affiliated Organization

Any entity other than the client that contributes in excess of $10,000 toward the registrant's lobbying activities in a semiannual period, and in whole or in major part plans, supervises, or controls such lobbying activities.

Activity Report

Section 5(a) of the LDA requires a registrant to file a report for the semiannual period in which it incurred its registration requirement, and for each semiannual period thereafter, through and including the reporting period for which it terminates its registration.   A semiannual report on Form LD-2 filed pursuant to Section 5 of the Act (2 U.S.C. § 1604).

Client

Any person or entity that employs or retains another person for financial or other compensation to conduct lobbying activities on behalf of the person or entity. An organization employing its own lobbyists is considered its own client for reporting purposes.

Electronic Filing

An electronic process that replaces the method that registrants used to manually sign and file their forms on paper.

Entity

Any individual, corporation, company, foundation, association, labor organization, firm, partnership, society, joint stock company, group of organizations, or state or local government.

Electronic Form

An electronic Lobbying Disclosure form that is formatted to replicate the paper version for electronic filing.

In whole or major part

The term "in major part" means in "substantial" part. It is not necessary that an organization or foreign entity exercise majority control or supervision in order to fall within Sections 4(b)(3)(B) and 4(B)(4)(B). In general, 20 percent control or supervision should be considered "substantial" for purposes of these sections.

Lobbying Activities

Lobbying contacts and any efforts in support of such contacts, including preparation or planning activities, research and other background work that is intended, at the time of its preparation, for use in contacts and coordination with the lobbying activities of others.

Lobbying Contact

Any oral, written or electronic communication to a covered official that is made on behalf of a client with regard to the enumerated subjects at 2 U.S.C. § 1602(8)(A). Note the exceptions to the definition at 2 U.S.C. § 1602(8)(B). See Discussion at Section 5 below.

Lobbying Firm

A person or entity consisting of one or more individuals who meet the definition of a lobbyist with respect to a client other than that person or entity. The definition includes a self-employed lobbyist.

Lobbyist

Any individual who is employed or retained by a client for financial or other compensation for services that include more than one lobbying contact, other than an individual whose lobbying activities constitute less than 20 percent of the time engaged in the services provided by such individual to that client over a six month period.

Registrant

A lobbying firm or an organization employing in-house lobbyists that files a registration pursuant to Section 4 of the Act.

Registration

An initial registration on Form LD-1 filed pursuant to Section 4 of the Act (2 U.S.C. § 1603) which states that lobbying firms, (i.e., entities with one or more lobbyists), including self-employed individuals who act as lobbyists for outside clients, are required to file a single registration, and to file a separate registration for each client with the Secretary of the Senate and the Clerk of the House of Representatives.

Termination

A registrant who is no longer employed or retained by a client to conduct lobbying activities and does not anticipate any additional lobbying activities for a client, may so notify the Secretary of the Senate and the Clerk of the House of Representatives and terminate its registration.

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